

CODE ENFORCEMENT POLICY 6-2

September 10, 1997

TO: All Inspection Staff

FROM: Steve Zaccard, Fire Marshal

SUBJECT: EVACUATION PROCEDURES IN FIRE EMERGENCIES
(NON HIGH-RISE BUILDINGS)

CODE REFERENCE:

"THIS POLICY IS TO SERVE AS A GUIDE FOR YOUR ENFORCEMENT. EXCEPTIONS TO THIS POLICY SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR".

Following is the recommended procedure owners should follow when a fire alarm sounds:

1. Notify occupants to evacuate to a safe place immediately.
2. Report the alarm by calling 911, the Emergency Number.
3. Identify the location and the size of the fire when possible.
4. Investigate the source of the problem if safe to do so. If it is determined that the alarm is false, you may notify the Alarm Dispatcher who will determine what course of action to take.
5. Defer to the Fire Chief on the scene as he, and only he, can give the "all clear" signal.

cc: Jan Gasterland
Gary Trudeau
Terry Iverson

Issued: 11/7/86
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